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15 July 1963

MEMORANDUM FOR: Deputy Comptroller

SUBJECT : Special Handling of Certain Payroll Checks

1. Since 1955, payroll checks for employees in grades GS-16 and above have been distributed in sealed envelopes.

2. Over a year ago a memorandum for the record on this subject was prepared for the Comptroller's signature (copy attached). Since that time the number of employees receiving checks in sealed envelopes has increased to [] (excluding checks mailed to banks) and requires about 12 hours of work each month. You have indicated the number of positions in this category will be increasing and, therefore will require more time for special handling.

3. In view of this trend, the arguments put forth a year ago, the request to place the monthly payroll on a bi-weekly basis, and the desire to conserve manpower, it is recommended that the practice of placing checks in sealed envelopes be dispensed with as soon as possible.

[]
Acting Chief, Fiscal Division

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Orig - Filed Senior Epc Pay Section

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